



## Virginia Aviation Board Meeting Minutes

The Virginia Aviation Board held a meeting on Thursday, September 17, 2020, at the Virginia Department of Aviation, Passenger Terminal Hangar, 5702 Gulfstream Road, Richmond, VA 23250. The meeting was also available by electronic media and was audio recorded. The audio recording, meeting documents, and presentation materials are available on the Virginia Department of Aviation's website, [www.doav.virginia.gov](http://www.doav.virginia.gov).

### MEMBERS

Roderick D. Hall, Chairman	Present
J. Jack Kennedy, Jr., Region 1	Present
Victoria Cox, Region 2	Present
Derek M. Hardwick, Region 3	Present
Alan C. Abbott, Region 4	Present
Maggie Ragon, Region 5	Present
Region 6	Vacant
Vanessa Christie, Region 7	Present

### OTHER ATTENDEES

Shannon Valentine	Secretary of Transportation
Julie Whitlock	Office of the Attorney General
Mark K. Flynn, Director	Virginia Department of Aviation

DOAV staff, state government representatives, federal government representatives, airport sponsors and managers, consultants, engineers, business owners, and city and county representatives were also present.

1. Call to Order Rod Hall, Chairman

The chairman called the meeting to order at 10:15 a.m.

2. Consideration of Motion: Remote Participation Policy Rod Hall, Chairman

The Remote Participation Policy: Disability or Medical Condition or Personal Matter That Prevents Physical Attendance (Attachment A) was presented for consideration.

Motion to adopt: Mr. Abbott

Second: Ms. Ragon

Vote: Aye-Cox, Abbott, Hardwick, Ragon, Christie; Nay-None

3. Review and approve June 18, 2020 minutes

Rod Hall, Chairman

Motion to approve: Mr. Abbott

Second: Mr. Hardwick

Roll call vote: Aye-Kennedy, Cox, Abbott, Hardwick, Ragon, Christie; Nay-None

Mr. Flynn requested item 6.c., Hampton Roads-Missed Opportunity, be added to the agenda under New Business.

4. Update and Announcements:

A. DOAV Update

Mark Flynn, DOAV

Mr. Flynn provided an update on department activities. He reported that the Governor had signed a proclamation to recognize October 2020 as General Aviation Appreciation Month.

Safety Update

Watson Felts, DOAV

Mr. Felts provided an update on aviation safety activities and concerns.

Communication and Education Update

John Campbell, DOAV

Mr. Campbell provided an update on the division's communication and education program activities.

B. FAA-FSDO Update

Maury Dacey, FAA

Mr. Dacey provided an update of activities at the Richmond FSDO.

C. VAOC Report

Keith Holt, VAOC

Mr. Holt provided an update on VAOC activities.

D. VABA Report

Bud Oakey, VABA

Mr. Oakey provided an update on VABA activities.

5. Old Business

A. Commercial Air Service Plan Update

Mark Flynn, DOAV

Mr. Hall stated that Virginia Code requires the board adopt a Commercial Air Service Plan. The focus of the plan was redirected to determining how to support airports in recovery due to the impacts of COVID-19. Mr. Hall noted that recommendations will be sent to the Governor's Office. Secretary Valentine noted that this report brings in focus the impact of COVID-19 on transportation, particularly on the aviation and aerospace industries. She added that revenue loss for transportation is estimated to be \$870 million through FY22, with new numbers expected in December for updated estimates.

Mr. Hall asked David Dague, Vice President of InterVISTAS Consulting, to provide an overview of the Commercial Air Service Plan VA Airport COVID-19 Response and Financial Implications study recently completed. Six Recovery Plan Financial Recommendations (Concepts) were presented to the board for consideration and action. Mr. Flynn stated that staff recommended support of Concepts 1, 2, 5, and 6.

Motion to approve staff recommendations: Ms. Cox

Second: Ms. Christie

Roll call vote: Aye-Kennedy, Cox, Abbott, Hardwick, Ragon, Christie; Nay-None

- B. Resolution to Authorize Use of Entitlement Funds for Operating Costs During the Coronavirus Pandemic Mark Flynn, DOAV

Mr. Flynn stated that the Resolution to Authorize Use of Entitlement Funds for Operating Costs During the Coronavirus Pandemic (Attachment B) is presented to support Concept #2 presented in the Commercial Air Service Plan.

Motion to accept: Mr. Abbott

Second: Ms. Cox

Roll call vote: Aye- Kennedy, Cox, Abbott, Hardwick, Ragon, Christie; Nay-None

6. New Business

- A. Hummel Field Exception to *Airport Program Manual* §5.4.1 Jeff Gore, Middlesex County Attorney

Mr. Gore provided details of the public-private partnership between Hummel Field and Delaware Corporation and to request an exception be granted, allowing the project to move forward without forfeiture of grant opportunities. The Motion to Approve a One-Time Exception of the *Airport Program Manual* (APM), Section 5.4.1 for the County of Middlesex to Plan and Develop a New Runway at Hummel Field (Attachment C), dated September 17, 2020, was presented for board consideration.

Motion to: Ms. Christie

Second: Ms. Cox

Roll call vote: Aye- Cox, Abbott, Hardwick, Ragon, Christie; Nay-None; Not available-Kennedy

- B. VRA - Roanoke Application Consideration Mike Swain, DOAV

Mr. Swain presented the Virginia Resources Authority (VRA) loan request for the Roanoke-Blacksburg Regional Airport in the amount of \$720,000.00 for the Box Hangar (Design/Construction) project.

Motion to endorse VRA loan request: Mr. Hardwick

Second: Mr. Abbott

Roll call vote: Aye- Cox, Abbott, Hardwick, Ragon, Christie; Nay-None; Not available-Kennedy

- C. Hampton Roads – Exception Due to Missed Opportunity Mark Flynn, DOAV

Mr. Flynn noted that bids for a substantial drainage and construction project dated back to Spring 2019 but were not awarded within 90 days. Since project costs have been averaging 19% below engineers' estimates, staff recommends the project be bid again to determine if cost savings could be realized. The issue arose after the June deadline for submitting a grant application. In accordance with Airport Program Manual, §5.11.2, Missed Opportunity, the chairman and regional board member have discussed and recommend an exception be granted to allow inclusion of the costs of rebidding the work in the allocations the board will act on at this meeting.

Motion to grant exception: Ms. Christie

Second: Mr. Abbott

Roll call vote: Aye- Kennedy, Cox, Abbott, Hardwick, Ragon, Christie; Nay-None

D. Commonwealth Aviation Fund Status

Cliff Burnette, DOAV

Mr. Burnette provided information on the status of the Commonwealth Aviation Fund revenue collections to date and the new process in determining availability of funds to allocated for projects.

E. Consideration of Consent Agenda - Denial for Lack of Funding

Rod Hall, Chairman

Airport	Project Description	Amount
Accomack County Airport	Fuel Truck Containment Area - Environmental Coordination (CatEx)	\$12,000.00
Dinwiddie County Airport	ALP Update for Terminal Apron Expansion	\$11,492.00
Emporia-Greenville Regional Airport	Airport Layout Plan & Exhibit A Update	\$5,200.00
Farmville Regional Airport	Maintenance Equipment Storage Building - Replacement (Construction)	\$55,050.00
Gordonsville Municipal Airport	Runway, Taxiway & Apron Rehabilitation (Construction)	\$960,064.00
Hummel Field	Airport Layout Plan Update	\$31,491.00
Tappahannock-Essex County Airport	Fueling System Credit Card Reader (Replacement) - INCREASE	\$1,546.71
Tazewell County Airport	T-Hangar Site Preparation (Construction)	\$400,000.00
Twin County Airport	Box Hangar Site Preparation (Design)	\$38,400.00
Virginia Highlands Airport	Sinkhole Repair (Design)	\$48,664.00
Williamsburg-Jamestown Airport	T-Hangar #2 Site Preparation (Design)	\$36,800.00
Winchester Regional Airport	Terminal Area Site Preparation - Phase 2 (Design)	\$192,000.00
Winchester Regional Airport	Terminal Building (Design)	\$231,000.00

Motion to approve: Mr. Kennedy

Second: Mr. Abbott

Roll call vote: Aye- Kennedy, Cox, Abbott, Hardwick, Ragon, Christie; Nay-None

F. Consideration of FY20 Entitlement Utilization Reports and FY21 Entitlement Utilization Plans

Mike Swain, DOAV

Mr. Swain reviewed the approval process for the FY20 Entitlement Utilization Reports and FY21 Entitlement Utilization Plans. Staff recommends approving all projects with the exception of a line item for maintenance equipment purchase for the Lynchburg Regional Airport.

Airport	Recommendations for FY2020 Entitlement Utilization Report	Recommendations for FY2021 Entitlement Utilization Plan
Charlottesville-Albemarle Airport	Approved	Approved
Lynchburg Regional Airport	Approved	Approved
Newport News - Williamsburg International Airport	Approved	Approved
Norfolk International Airport	Approved	Approved
Richmond International Airport	Approved	Approved
Roanoke-Blacksburg Regional Airport	Approved	Approved

Shenandoah Valley Regional Airport	Approved	Approved
Washington Dulles International	Approved	Approved

Motion to approve staff recommendations for FY20 utilization reports: Mr. Abbott

Second: Ms. Cox

Roll call vote: Aye- Kennedy, Cox, Abbott, Hardwick, Ragon, Christie; Nay-None

Motion to approve staff recommendations for FY21 utilization plans: Mr. Hardwick

Second: Ms. Christie

Roll call vote: Aye- Kennedy, Cox, Abbott, Hardwick, Ragon, Christie; Nay-None

G. Virginia Aviation Allocations Review

Mike Swain, DOAV

Tentative Allocations from the Commonwealth Aviation Fund

Motion to approve staff recommendations for Region 1: Mr. Kennedy

Second: Ms. Cox

Roll call vote: Aye- Kennedy, Cox, Abbott, Hardwick, Ragon, Christie; Nay-None

Airport	Project Description	VAB Action	Amount
Mountain Empire Airport	Obstruction Removal - Phase 1 Land Acquisition Services - BRIDGE LOAN	Disapproved	N/A
	Security Camera Replacement	Approved	\$6,282.00
Tazewell County Airport	Maintenance Equipment Storage Building (Construction)	Approved	\$16,000.00
Virginia Highlands Airport	Runway 6-24 Extension Land Acquisition Multi-Year - BRIDGE LOAN	Approved	\$342,831.04
	Taxilane and Roadway Pavement Rehabilitation (Construction)	Approved	\$490,196.00

Motion to approve staff recommendations for Region 3: Mr. Hardwick

Second: Mr. Abbott

Roll call vote: Aye- Kennedy, Cox, Abbott, Hardwick, Ragon, Christie; Nay-None

Airport	Project Description	VAB Action	Amount
Culpeper Regional Airport	North T-Hangar Taxilane Rehabilitation (Construction) (non-AIP) - CHANGE IN SCOPE	Approved	N/A
Leesburg Executive Airport	Maintenance Equipment Storage Building (Construction)	Approved	\$81,900.00
	Terminal Entrance Road Resurfacing (Construction)	Approved	\$33,379.00
	Terminal Building Furniture - Replacement	Disapproved	N/A
Stafford Regional Airport	Stormwater Pollution Prevention Plan Update	Approved	\$10,880.00
	T-Hangar Site Preparation (Bidding & Construction)	Approved	\$261,000.00
Winchester Regional Airport	Terminal Area Site Preparation - Phase 1 (Construction)	Approved	\$888,000.00

Motion to approve staff recommendations for Region 4: Mr. Abbott

Second: Mr. Hardwick

Roll call vote: Aye- Kennedy, Cox, Abbott, Hardwick, Ragon, Christie; Nay-None

Airport	Project Description	VAB Action	Amount
Hanover County Municipal Airport	East Side Terminal Area Site Preparation (Construction)	Approved	\$161,140.00
	East Side Terminal Building (Construction)	Approved	\$1,977,101.00
	Land Acquisition Services - Leadbetter Parcels - BRIDGE LOAN	Approved	\$31,200.00
New Kent County Airport	Qtpod Terminal Fuel Dispensor M4000 - Replacement	Approved	\$11,390.00
Richmond Executive - Chesterfield County Airport	Southeast Hangar Apron (Design)	Disapproved	N/A
Richmond International Airport	Obstruction Removal Clearing & Grubbing (Design/Construction)	Approved	\$475,732.80 (E)
	Service Roads Widening (Design/Construction)	Approved	\$1,565,519.20 (E)

Motion to approve staff recommendations for Region 5: Ms. Ragon  
Second: Mr. Abbott  
Roll call vote: Aye- Kennedy, Cox, Abbott, Hardwick, Ragon, Christie; Nay-None

Airport	Project Description	VAB Action	Amount
Danville Regional Airport	Taxiway H Widening and Hangar Site Development (Construction)	Disapproved	N/A
	Terminal Building Renovation (Design)	Disapproved	N/A

Motion to approve staff recommendations for Region 7: Ms. Christie  
Second: Mr. Abbott  
Roll call vote: Aye- Kennedy, Cox, Abbott, Hardwick, Ragon, Christie; Nay-None

Airport	Project Description	VAB Action	Amount
Chesapeake Regional Airport	Maintenance Equipment Storage Building (Environmental Coordination Reimbursement & Design)	Approved	\$46,680.00
	T-Hangar Taxilanes Rehabilitation - Phase 1 (Construction)	Approved	\$584,000.00
	T-Hangar Taxilanes Rehabilitation - Phase 2 (Design)	Approved	\$96,800.00
Hampton Roads Executive Airport	Wash Rack (Wetland Mitigation-Credits)	Approved	\$10,000.00
	West Apron Hangar Site Preparation (Repackage & Rebid) -MISSED OPPORTUNITY	Approved	\$17,180.00
Hummel Field	Environmental Impact Review - Runway Improvements	Disapproved	N/A

All the project requests submitted for Region 2 and Region 6 were handled under the consent agenda.

#### 7. Public Comment Period

Rod Hall, Chairman

Hank Rempe, Hanover Regional Airport, expressed appreciation for assistance with the conceptual design and approval of the new terminal building on the east side. He added that the only B17 flying in the Arsenal of Democracy would be at the Hanover airport until Monday.

8. Board Member Comments and Reports

Rod Hall, Chairman

Region 1: Mr. Kennedy thanked the members for their understanding during his brief absence during the meeting.

Region 2: Ms. Cox encouraged the airports to keep economic records updated.

Region 3: Mr. Hardwick thanked staff for their work regarding Culpeper.

Region 4: Mr. Abbott echoed Mr. Rempe's comments regarding Hanover Regional Airport.

Region 5: Ms. Ragon thanked everyone for their work on the meeting.

Region 6: N/A

Region 7: Ms. Christie thanked staff and the board. She encouraged girls in aviation. September 26?

Director: Mr. Flynn invited everyone to tour the ICON aircraft, which will be used as an educational tool at schools and community events.

Chairman: Mr. Hall asked staff to proceed with planning the next meeting for December 10. He polled the board members as to whether or not they preferred to receive meeting materials for review electronically. There being no comment, he directed staff to proceed with sending the meeting materials electronically. He thanked staff for making this meeting possible. He expressed appreciation to InterVISTAS for their work on the Commonwealth Air Service Plan and recovery recommendations.

9. Adjournment

Rod Hall, Chairman

Motion to adjourn: Mr. Abbott

Second: Ms. Cox

Vote: Aye- Kennedy, Cox, Abbott, Hardwick, Ragon, Christie; Nay-None